



BUREAU OF ELECTRONIC AND APPLIANCE REPAIR (BEAR) LICENSING

P.O. BOX 980578, WEST SACRAMENTO, CA 95798-0578
(916) 574-2067
www.bear.ca.gov



REGISTRATION INFORMATION

Read carefully before submitting an application. If you have any questions, please call BEAR at (916) 574-2067.

SERVICE CONTRACT SELLERS/ADMINISTRATORS

Registration is required for persons who engage in selling, issuing, renewing or administering service contracts sold on or after January 1, 1994, for the following items: Refrigerators, freezers, ranges, microwave ovens, washers, dryers, dishwashers, trash compactors, room air conditioners, televisions, radios, audio or video recorders or playback equipment, including telephone answering devices, antennas, video cameras and monitors, facsimile machines, copiers, computer systems, phone equipment, furniture, home health products, small kitchen appliances and tools, jewelry, fitness equipment, lawn and garden equipment, or power tools normally used or sold for personal, family, household, or home office use. Also includes auto radios, stereos, antennas and alarm systems used in private motor vehicles.

Service Contract Administrators **must** submit the following:

1. A copy of a service contract reimbursement insurance policy covering the contracts,
2. a copy of the service contract(s) being sold, issued and/or administered,
3. a copy of the certificate of qualifications as filed with the Secretary of State if the service contractor is located outside California, and
4. a listing of all clients selling your firm's service contracts.

Service Contract Sellers must submit the following:

1. A copy of the service contract(s) being sold, issued and/or administered, and
2. a copy of the certificate of qualification as filed with the Secretary of State if the service contractor is located outside California.

Additionally, Service Contract Sellers must submit **one** of the following:

- Most recent annual report on Form 10-K or 20F required by the Securities and Exchange Commission.
- Most recent audited financial statement reflecting a net worth of not less than \$100,000,000.
- Evidence that service contracts are administered by a service contract administrator who has obtained a service contract reimbursement insurance policy covering the seller's service contracts.
- Evidence of a funded account held in escrow equal to a minimum of 25% of the deferred revenue from the service contracts in force.
- Evidence that contracts are issued by a manufacturer who has provided financial backing by any of the above methods.

Attention Internet Retailers:

Offering service contracts for sale to California consumers via the Internet, requires a separate registration with the Bureau of Electronic and Appliance Repair as a service contract seller. If you have any questions about these requirements, please call the Bureau at (916) 574-2067.

GENERAL INFORMATION

- **Disclosure of your social security number (SSN) is mandatory for all sole proprietors, partners, corporate officers, directors and/or shareholders. Federal Employer Identification Number (FEIN) is also mandatory for partnerships.** Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405(c)(2)(C)) authorizes collection of your SSN. Your SSN or FEIN will be used exclusively for tax enforcement purposes, for the purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. **If you fail to disclose your SSN or FEIN, your application for initial or renewal license will not be processed AND you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.**
- **A registration is not transferable.** A registration shall cease to be valid if not renewed by the annual renewal date established by the Bureau (B&P Section 9832) or when any of the information provided by the application ceases to be current (B&P Section 9833).
- Any changes in ownership, business name and/or address must be reported in writing within 30 days of the change, with the date of change to **BEAR Licensing, 3485 Orange Grove Avenue, North Highlands, CA, 95660** (B&P Section 9833).
- Your application becomes the property of the Bureau and may be transferred to other governmental or law enforcement agencies. Registrant's name and business address will be released to the public upon request.

BUREAU OF ELECTRONIC AND APPLIANCE REPAIR (BEAR) APPLICATION FOR REGISTRATION

- **Read enclosed Registration Information before filing this application.**
- Each application must be accompanied by the proper fee in the form of a personal check, business check, certified cashier's check or money order made payable to: **Bureau of Electronic and Appliance Repair. DO NOT SEND CASH.**
- Signature(s) are required - Unsigned applications **will not** be processed.
- No items of information are voluntary, all are required.

For Department Use Only

Receipt #: _____

Reg #: _____

ID #: _____

Check appropriate box (See Registration Information):

- ☐ Service Contract Administrator \$75 Per Location
- ☐ Service Contract Seller \$75 Per Location

Read all information prior to completing this application. You must complete all information that applies to your business. Please type or print neatly.

1. Name of Business:		Area Code & Phone Number () -	Area Code & Fax Number () -
2. Web Site Address:			
3. Address of Business: (NO POST OFFICE BOXES)		Number and Street	City State Zip
4. Mailing Address:(If Different)		Number and Street	City State Zip
5. Corporate Name: (If Different)			
6. Corporate Headquarters Address (If Different):		Number and Street	City State Zip
7. Contact Person:		Area Code & Phone Number () -	
8. Are Repairs Performed at the Address Listed in Item #3? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. If you are a Service Contract Seller are you a Manufacturer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. SOLE PROPRIETOR/PARTNERSHIP: Print owner's name(s), residence address(es), and social security number(s) (SSN). If a partnership, also list FEIN number. (Attach additional sheets if necessary.)			
(1)Name:		Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is yes, complete Item 13. Application will not be processed if this section is not answered.	
Residence Address: Number and Street			
City		State	Zip Code Area Code & Phone Number () -
SSN:	FEIN: (If Partnership)		Identification Number*:
(2)Name:		Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is yes, complete Item 13. Application will not be processed if this section is not answered.	
Residence Address: Number and Street			
City		State	Zip Code Area Code & Phone Number () -
SSN:	FEIN: (If Partnership)		Identification Number*:

* Identification Number: See BEAR regulations, Section 2756(h), which states that an official identification from a state or federal government, such as a driver's license number, state identification number or passport number must be used.

11. <input type="checkbox"/> Corporation: List all officers with titles and social security numbers (SSN), indicating officer(s) in charge of the service contract program. (Attach additional sheets if necessary.)	
(1)Name:	Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is yes, complete Item 13. Application will <u>not</u> be processed if this section is not answered.
Title	
Identification Number*:	
(2)Name:	Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is yes, complete Item 13. Application will <u>not</u> be processed if this section is not answered.
Title	
Identification Number*:	
(3)Name:	Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is yes, complete Item 13. Application will <u>not</u> be processed if this section is not answered.
Title	
Identification Number*:	
(4)Name:	Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is yes, complete Item 13. Application will <u>not</u> be processed if this section is not answered.
Title	
Identification Number*:	
12. Have any of the applicants in Item 10 or 11 (owners, general partners, or corporate officers) had any state license, certificate or registration revoked, suspended, denied or otherwise been the subject of disciplinary action by the Bureau of Electronic and Appliance Repair or any other state agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is yes, complete Item 13 Application will <u>not</u> be processed if this section is not answered.	
13. If you answered YES to having ever been convicted of a felony or misdemeanor in Items 10 or 11 or answered YES to Item 12, give the particulars of each, including penal code numbers or criminal case numbers. (Attach additional sheets if necessary.)	
14. For Service Contract Sellers: If you sell contracts issued by a Third Party Administrator, provide the company name and registration number (if known) for each type of contract sold. <div style="text-align: center; margin-top: 20px;"> _____ _____ (Attach additional pages if necessary) </div>	
15. Current value of all service contracts in force (sold on or after January 1, 1994):\$_____	
(Full sales price of the service contracts paid by the service contract holder at the time of purchase). Not applicable for service contracts covered by a service contract reimbursement policy, or for sellers of manufacturer's contracts	

* Identification Number: See BEAR regulations, Section 2756(h), which states that an official identification from a state or federal government, such as a driver's license number, state identification number or passport number must be used.

16. Attachments: Please check the following documents that apply and include with your application.

For Service Contracts Sellers and Administrators:

- ☐ Copy of the certificate of qualification filed with Secretary of State if the service contractor is a foreign corporation.
- ☐ A copy of the service contract(s) being sold, issued and/or administered
- ☐ List of all clients selling your firm's service contract(s).

For Service Contract Administrators:

- ☐ A service contract reimbursement insurance policy
Carrier: _____ Policy #: _____

One of the following for Service Contract Sellers:

- ☐ A service contract reimbursement insurance policy.
Carrier: _____ Policy #: _____
- ☐ Most recent annual report of Form 10-K or 20-F required by the Securities and Exchange Commission.
- ☐ Most recent audited financial statement reflecting a net worth of not less than \$100,000,000.
- ☐ Evidence that service contracts are administered by a service contract administrator who has obtained a service contract reimbursement insurance policy covering the seller's service contracts.
- ☐ Evidence of a funded account held in escrow equal to a minimum of 25% of the deferred revenue from the service Contracts in force. Please provide a copy of the funded escrow account agreement.
- ☐ Financial Institution: _____ Account #: _____
- ☐ Evidence that contracts are issued by a manufacturer who has provided financial backing by any of the above methods.

17. Certification:

I certify, under penalty of perjury, under the laws of the State of California, that the forgoing is true and correct. Additionally, I understand that upon licensure, I will be subject to all applicable laws and regulations enforced by the Bureau of Electronic and Appliance Repair.

Sole Proprietor or Partners:

An application for Sole Proprietor **MUST BE** signed by the applicant.
An application for Partnership **MUST BE** signed by **ALL** partners.

Corporation:

An application for a Corporation **MUST BE** signed by at least one officer **AND** the officer(s) in charge of the service contract program

Signature

Title

Print Name

Signature

Title

Print Name

Date: _____

Signature

Title

Print Name

Signature

Title

Print Name

Signature

Title

Print Name

Failure to provide any of the requested information will result in the application being rejected as incomplete. The authority which authorizes the maintenance of the information is Section 9830 of the Business and Professions Code.